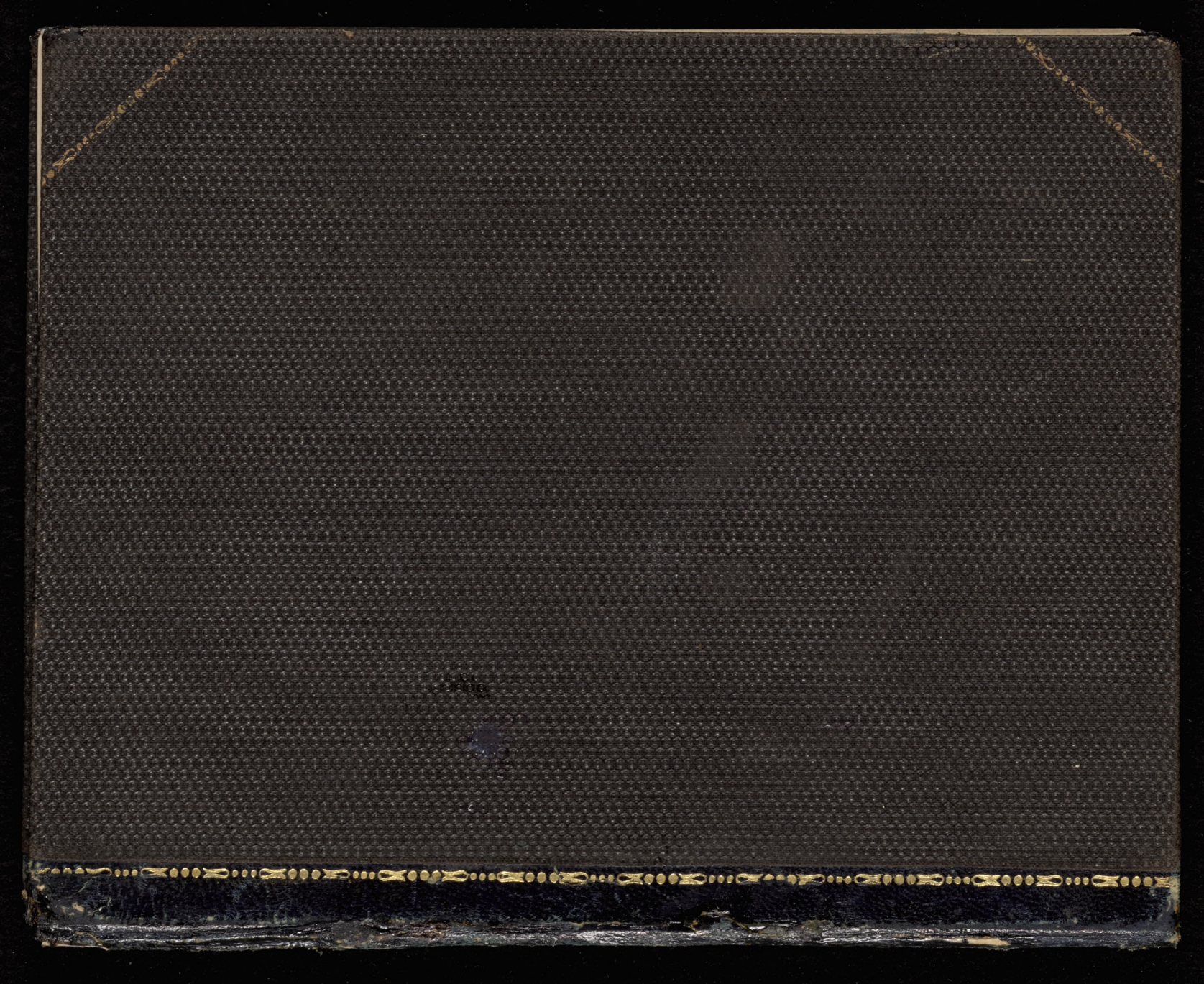

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6/-

The Petaluma Library was started by the Odd Fellows in the year 1867 and was turned over to the City in 1878.

Constitution
of the
Odd Fellows Library Association
of
Petaluma

Article 1.
Name and object.

Section 1. This Association shall be known as the "Odd Fellows' Library Association of Petaluma" having for its object the establishment of a Library and Reading Room, the collection of Scientific and Literary Works.

Article 2.
Membership

Section 1. Any Person, whose application shall have been reported upon favorably by the Investigating Committee, may become a Contributing Member of the Association on paying an initiation fee of one dollar, and one dollar quarterly dues in advance.

Section 2. Any person, whose application has been favorably reported upon, may become a Life Member on the payment of twenty five dollars, (or a Contributing Member may become a Life Member by paying

twenty dollars after he has been a Contributing Member one year, or at any time by the payment of twenty three dollars,) without being subject to dues.

Section 3. Any person may be elected an Honorary Member of the Association by the Board of Trustees, and shall be entitled to all the privileges of a regular member, excepting the right to vote and hold office.

Section 4. Life and Contributing members, on being admitted to the privileges of the Association, shall sign the Constitution and By-Laws thereof.

Section 5. Any Contributing Member suffering his dues to remain unpaid for the space of one month shall be deprived of all the privileges and rights of membership, unless his delinquency be excused by the Board of Trustees.

Section 6. Applications for membership shall be made to the Librarian, and by him submitted to the Committee of Investigation.

Article 3.

Board of Trustees

Section 1. There shall be elected annually on the first Monday of January of each year, by the association, ten Trustees, who shall organize by electing from their own body a President, Vice-President, Recording and Corresponding Secretaries, and Treasurer, and also appoint a Librarian, and a Committee of Investigation whose duty it shall be to report upon applications for membership.

Section 2. Odd Fellows in good standing only are eligible to the office of Trustee.

Section 3. The Board of Trustees shall hold four regular meetings in each year, on the third Monday of January, April, July, and October

1867

Article 4.

Duties of Officers

Section 1. The President shall preside at all meetings of the Association and of the Board of Trustees, and preserve order therein, and in the event of a tie upon any question, shall give the casting vote. He shall, on the written application of three Trustees, call meetings of the Board of Trustees whenever they deem it expedient, and at the Expiration of his term of Office, or oftener if required by the Association, he shall make a written statement of the affairs of the Association, adding such suggestions as may promote its welfare,

Section 2. The Vice President shall preside and perform all the duties of the President, in the absence or disqualification of that Officer.

Section 3. The Recording Secretary shall keep a record of the proceedings of the Board of Trustees and of those of the Association, and draw on the Treasurer, countersigned by the President, for all moneys voted by the Board of Trustees, He shall issue all notices of special meetings, in person or by advertisement. The Corresponding Secretary shall have charge of the Correspondence of the Association, and shall keep copies of all letters written by him, in a book kept for that purpose,

Section 4. The Treasurer shall give a bond, with sufficient surety, in such sum as the Board of Trustees may deem expedient, for the faithful discharge of the duties of his office, which duties shall be, to safely keep the funds of the Association, to pay them out on the order of the Secretary, countersigned by the President, after a vote of the Board of Trustees, and at the expiration of his term of office, to duly surrender all papers and property in his hands to his successor duly elected and qualified. He shall make quarterly reports of receipts and expenditures, and balance on hand.

Section 5. The Board of Trustees shall be invested with full powers to appropriate funds, enact By-Laws and conduct the affairs of the Association. Any Trustee may be removed for misconduct, by a vote of two-thirds of the Board, and vacancies shall be filled at the first meeting of the Association thereafter.

Section 6. The Librarian shall have charge of the Library Rooms. He shall keep a Catalogue of all the titles of the books in the Library, perfectly classified, and allow only such as are members to

take out books from the Library. When a book is taken away, the name of the member, the volume, class and number, shall be noted in the record kept for that purpose.

Section 7. The Librarian shall give a bond, with sufficient surety, in such sum as the Board of Trustees may deem expedient, for the faithful discharge of the duties of his office.

Article 5

Meetings

Section 1. There shall be an annual meeting of the association on the first monday in of January of each year, for the purpose of receiving reports from the Treasurer and Board of Trustees, exhibiting the state of the Library, finances, and property, and for the transaction of any other business that may be presented.

Section 2. At meetings of the association at least eleven members must constitute a quorum for the transaction of business.

Section 3. At meetings of the Board of Trustees five members shall constitute a quorum for the transaction of business,

Section 4. The President shall, upon the written request of five members of the Board of Trustees call a meeting of the association after one week's notice thereof has been given, stating the reasons therefor, and no business other than that contained in the request shall be transacted.

Section 5. The President shall be authorized to call a special meeting of the Board of Trustees at any time, when, in his judgement the well being of the association demands it.

Article 6.

Alterations and Amendments.

Section 1. This Constitution shall not be altered or amended, unless by a vote of two thirds of the members present at a legal meeting, notice thereof having been given one week previously,

Amendment

By-Laws
of the
Odd Fellows' Library Association
of
Petaluma

Article 1

Article 2 All members in good standing, and their ladies, are privileged to visit the Library, and any such member may introduce strangers during the daytime.

Article 3 Loud talking and smoking are tolerated only in the Chess Room, and in the inner Library Room all conversation is strictly prohibited.

Article 4 Any member who is not more than one month in arrears for dues, and has complied with these regulations, may take from the Library one octavo or larger volume, or two of smaller size than an octavo.

Article 5. Octavo Volumes may be kept three weeks, larger volumes four weeks, and smaller two weeks. Books may be renewed, except new works, which must be returned to the Library at the termination of the time specified, when, if there is no demand for the work, it may be renewed.

Article 6. If any book be kept out beyond the time prescribed in the preceding article, the member so violating shall forfeit and pay to the Library, for every day the volume is so kept out, twenty five cents for a quarto, ten cents for an octavo, and five cents for a volume of less size, and any injury to or loss of a book shall be made good by the member to whom name the same may be charged.

Article 7. No member shall take any volume from the Library, without notifying the Librarian or his representative, and having it registered, and on returning the same he shall place it on the Librarian's table for his inspection, who alone shall replace books upon the shelf.

Article 8. Children, in order to draw books from the Library, must bring a special written order from a member. Without such order they will not be permitted to have the privilege of the Library.

Article 9. Books of reference, and such others as may be designated by the Board of Trustees, shall not be removed from the Library except by the consent of the President of the Board.

Article 10. Any member wishing to withdraw from the association must inform the Librarian, who will see that all dues & fines are paid, and register such withdrawal, otherwise he will be considered a member, and chargeable with dues as such, unless otherwise ordered by the Board of Trustees.

Article 11. The Librarian shall receive all dues, fines, subscriptions and contributions, and account to the Treasurer, weekly, for the same, and make a detailed report of all sums received at each quarterly meeting of the Board. He shall enforce the rules of the Board of Trustees, and make a quarterly report on the regular meeting in January.

April, July and October, of all receipts for dues, fines, and forfeitures, paid and unpaid, and damages done to books. He shall make a full report for the Annual meeting of the association, on the state of the Library, the number of volumes taken out for the year, the number added to and lost from it. He shall withdraw any book from circulation when leaves have become loose or the binding is so imperfect that loss would be probable by its being carelessly handled.

Amendment

H. H. Atwater ✓
D. H. Grame ✓
B Bowman ✓
G. Wagner ✓
C. Davis ✓
J. A. Hyswell ✓
J. W. Sloper ✓
L. Ellsworth ✓
V. Conrad ✓
Wm Hartman ✓
J. P. Kyzer ✓
J. W. Harris ✓
E. Rowson ✓
Samuel Cassiday ✓ (Honorary)
Wm. P. Bullard ✓
Wm C. Pond ✓ (Honorary)
L. M. Sweetman ✓
J. F. Bayles ✓
Edward Newburgh ✓
W. D. Paye ✓
E. P. Lee
Frank W. Shattuck
A. G. Medley
Frank E. McKean ✓

1867

Wm M Brown
M B Thompson
N. W. Scudder
S. W. Batchelder
C. D. Frazell.
Philip Bowen
Geo E. Lovejoy
Julius Blume
A. A. Prescott
C. W. Symonds
A. L. Taylor
Geo. H. Plinks (Honorary)
Oscar F. Walker
B. S. M. Lafferty (Honorary)
J. F. Bowman
J. Miles
J. R. Robinson
Peter Harrison
Henry S Brainard
Richard Cobin
Richard Lambert.
S. Morris
J. Loranger

Wm Burnett
H G Hafer
Stephen Smith
J M Lowree
J R. Codding
John Schwartz
M. M. Murphey
Jas Hunter — Honorary
W C Rose
A Johnson
L Longrove
E Hopes
John J Ellis
Frank K Smith
N B Lane

C B Rice
Oppie Hedges
C L Foster
Wm Vey
F Mallette
A W Benjamin
Jake Price
" "

J. W. Cassidy
A. Kahn
L. F. Carpenter
Theodore Harhoig.
Geo Kelly
John Faron
Wm. McClain
Smith D. Towne
C. Harter
Saml. McDonough
John E. Gwinn
E. H. Matthews
E. Watson
David S. Roland
C. L. Gates
W. B. Matzenbach
Thos. T. Johnson
Geo Rose
H. C. Anderson
T. J. Goldsby
Wm. E. Summers
William Burbeck.
Mrs F. Johnson.

D. Dunshee
P. A. Atkins
P. B. Gilbert
John Fitch
Jefferson A. Bayley
Samuel Morrison
Cailburn Vaughn
William Acton
" John Rodger
J. H. Fishburn
J. M. Langley
Kincaid
R. Cohn
E. E. Pate

The Following names were entered by the Librarian

Clark Andrews
T. Barton
J. Beane
W. W. Carpenter
J. Bemhard
E. R. Clark
Clark Andrews
Christopher Nissen
E. E. Thomas

BLANK PAGES
SKIPPED